



**POCONO TOWNSHIP COMMISSIONERS
AGENDA**

December 17, 2018 7:00 p.m.

Open Meeting

Pledge of Allegiance

Roll Call

Public Comments

Comments are for any issue. Please limit individual comments to 5 minutes to allow time for others wishing to speak and direct all questions and comments to the President.

Announcements –

Township Offices will close at noon on Monday, December 24, 2018
Executive Session held December 17, 2018 – possible litigation

Hearings –

Ordinance 2018-23 – Motion to adopt Ordinance 2018-23, to adopt the 2019 Pocono Township Budget with a millage rate of 16.1 mils (action item*)

Presentations –

Interview – Annabella Lastowski – Park Board

OLD BUSINESS

1. Motion to approve minutes of December 3, 2018 meeting of the Board of Commissioners (action item*)

NEW BUSINESS

1. Personnel

- a. Motion to approve the Fiscal Administrator job description and to move Paola Razzaq into position effective January 1, 2019 at a salary of \$52,000.00 per year. (action item*)

(Action Item*)

*A matter listed as an "Action Item" on the Agenda is a matter that the Board of Commissioners will discuss and may deliberate or take official action on. A matter listed on the Agenda as an "Action Item" does not require the Board of Commissioners to deliberate or take official action on that matter.

** Change to agenda versus draft posted on website

- b. Motion to approve a one year bond in the amount of \$500,000 for Paola Razzaq, fiscal administrator, with Selective Insurance in the amount of \$500.00 (action item*)
- c. Motion to hire Corey Sayre for vacancy in the Public Works department at a starting salary of \$18.80/hour, per the CBA, effective January 2, 2019 contingent upon passing the pre-employment drug test, receiving positive reference checks and a clean driver's history search (action item*)
- e. Motion to ratify contractual increase to Ryan Huey, effective November 21, 2018, of fifty cents per hour due to inspection license bringing him to \$18.72/hour (action item*)

2. Financial Transactions

- a. Motion to ratify vouchers payable received through December 13, 2018 in the amount of \$ 63,234.92 (action item*)
- b. Ratify gross payroll for pay period ending December 2, 2018 in the amount of \$ 103,100.27 (action item*)
- c. Motion to approve vouchers payable received through December 13, 2018 in the amount of \$ 249,430.09 (action item*)
- d. Motion to approve capital expenditures received through December 13, 2018 in the amount of \$ 132,570.02 (action item*)
- e. Motion to approve the budget adjustments for line items over budget in the 2018 budget in the total amount of \$97,158.04 (action items*)
- f. Motion to authorize the following as signers on account(s) at People's Security Bank – Gerald J. Lastowski, Richard Wielebinski, Jerrod Belvin, Chad Kilby, Harold Werkheiser, Frank Cefali, Donna M. Asure (action item*)

3. Travel/Training Authorizations (Approve/Ratify)

Report of the President

- a. Acknowledge resignation of Chad Kilby from the Pocono Township Planning Commission effective December 11, 2018
- b. Motion to appoint Bruce Kilby to Planning Commission to fulfill the unexpired term of Chad Kilby with a term to expire December 31, 2020 (action item*)

Commissioners Comments

Richard Wielebinski – Vice President

- a. Motion to extend employment agreement with Pocono Township Police Chief Kent Werkheiser to begin January 1, 2019 through first meeting in January 2020 with a revised agreement to be drafted by January 22, 2019 Board of Commissioner meeting (action item*)
- b. Motion to extend employment agreement with Township Manager Donna M. Asure to begin January 1, 2019 through first meeting in January 2020 with a revised agreement to be drafted by January 22, 2019 Board of Commissioners meeting (action item*)

(Action Item*)

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- c. Motion to authorize the zoning officer to conduct an inspection at 2926 Route 611 for possible dangerous structure violations (action item*)

Harold Werkheiser – Commissioner

Chad Kilby – Commissioner

- a. Intersection lighting update- PPL engineering (possible action item*)
- b. Discussion on Developing master sidewalk plan from 715 to Warner Rd for phase 1 (possible action item*)

Jerrold Belvin – Commissioner

- a. Update on security issues (possible action items*)

Reports

1. Emergency Service

- a. Police
- b. EMS
- c. Fire

2. Park Board

3. Finance Committee

4. Public Works Report

a.

5. Administration – Manager's Report

- a. Motion to advertise the first meeting of the Board of Commissioners for 2019 which will be Monday, January 7, 2019 at 7pm. (action item*)
- b. Motion to advertise the first Sewer Committee Meeting of the Board of Commissioners for 2019 which will be Monday, January 7, 2019 at 6pm. (action item*)
- c. Acknowledge resignation of Keith Meeker from the Civil Service Commission effective December 4, 2018.

6. Township Engineer Report

- a. White Oak Culvert replacement project – award or reject all bids by January
- b. Fish Hill Road Storm System - spring project
- c. Right hand turn lanes from Rt. 611 onto Rimrock and Bartonville Avenue – LSA grant – application submitted to PennDot on Friday, December 14, 2018
- d. TLC Bridge Grant – received signed grant
- e. Culvert cleaning maintenance

(Action Item*)

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7. Township Solicitor Report

- a. Update on Exxon Monitoring wells
- b. Update on HJP Park and Open Space (possible action item*)
- c. Update on Amusement Tax (possible action item*)

Resolutions

- Resolution 2018-62 – Motion to adopt Resolution 2018-62 repealing and rescinding, in part, Resolution 2018-61 and authorizing solicitor to amend its filing with DCED (action item*)
- Resolution 2018-63 – Motion to adopt Resolution 2018-63 ratifying the authorization and securing of the issuance of a debt obligation in the form of a non-appropriation lease in the maximum principal amount of \$124,000, and ratifying the authorization of the President of the Board and the Assistant Township Secretary to execute the lease documents (action item*)
- Resolution 2018-64 – Motion to adopt Resolution 2018-64 authorizing and securing the issuance of a debt obligation in the form of a non-appropriation lease in the maximum principal amount of \$124,000, to finance a tandem axle dump truck and related equipment and authorizing the Vice-President of the Board of Commissioners to execute the lease documents (action item*)
- Resolution 2018-65 – Motion to adopt Resolution 2018-65 granting an extension of the time to satisfy conditions of the plan approval of the Poconos Hospitality Land Development Plan (action item*)

Public Comment

Please limit individual comments to 5 minutes to allow time for others wishing to speak and direct all questions and comments to the President.

Executive Session – if necessary

Adjournment

(Action Item*)

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ORDINANCE 2018-23

AN ORDINANCE OF THE TOWNSHIP OF POCONO, COUNTY OF MONROE, PENNSYLVANIA, ADOPTING A BUDGET AND APPROPRIATING FUNDS ESTIMATED TO BE REQUIRED FOR THE PURPOSES OF THE GOVERNMENT OF THE TOWNSHIP OF POCONO, AND FIXING THE REAL ESTATE MILLAGE RATE FOR THE 2019 FISCAL YEAR

WHEREAS, Article XVII, Section 1701, et seq., of the First-Class Township Code, 53 P.S. 56701 et seq., requires, inter alia, that the Pocono Township Board of Commissioners prepare and adopt a budget which shall reflect as nearly as possible the estimated revenues and expenditures of the Township for the year for which the budget is prepared; and

WHEREAS, the total appropriation shall not exceed revenues available for the fiscal year; and

WHEREAS, the tax levied by the Pocono Township Board of Commissioners shall be fixed at such figure within the limit allowed by law as with all other sources of revenue shall meet and cover such appropriations.

NOW THEREFORE, BE IT ORDAINED AND ENACTED by the Board of Commissioners of the Township of Pocono, County of Monroe, and Commonwealth of Pennsylvania, as follows:

Section I:

That for the expenses of the Township of Pocono for the fiscal year 2019 the following amounts are hereby approved and appropriated from the receipts estimated to be available for said fiscal year for the specific purposes set forth below, which amounts are more fully itemized in the Budget Form on file in the Office of the Township Manager, as follows:

GENERAL FUND

ESTIMATED RECEIPTS

Taxes	\$ 5,200, 542
Licenses and Permits	200,100
Fines & Forfeits	60,000
Interest, Rentals and Royalties	28,000
Intergovernmental Revenues	302,041
Charges for Services	377,100
Special Assessments	0
Other Financing Sources	178,484
Opening Balance	<u>\$2,475,204</u>

TOTAL FUNDS AVAILABLE

\$8,821,471

ESTIMATED EXPENDITURES

General Government	\$ 920,301	
Public Safety	3,620,881	
Public Works	1,403,939	
Cultural-Recreation	136,837	
Debt Service	100,000	
Employer Paid Benefits	235,200	
Insurance	150,500	
TIF	<u>\$ 165,000</u>	
TOTAL EXPENDITURES		<u>\$ 6,732,759</u>
PROJECTED FUND BALANCE		<u>\$ 2,088,712</u>

CAPITAL RESERVE FUND

Estimated Revenues	\$ 65,500*	
Opening Balance	<u>3,000,990</u>	
Total Funds Available	\$ <u>3,067,490</u>	
Estimated Expenditures	<u>2,181,035</u>	
PROJECTED FUND BALANCE		<u>\$865,455</u>

*Source is In Lieu of funds and grant revenue

STATE LIQUID FUELS TAX FUND

Opening Balance	\$ 3,983	
Estimated Receipts	<u>473,119</u>	
Total Fund Balance	477,102	
Estimated Expenditures	<u>472,619</u>	
PROJECTED FUND BALANCE		<u>\$ 4,483</u>

SEWER OPERATING FUND

Opening Balance	\$ 1,387,994
Estimated Revenue	<u>3,958,000</u>
Total Fund Balance	5,345,994
Estimated Expenditures	<u>3,430,254</u>

PROJECTED FUND BALANCE \$ 1,915,740

SEWER CONSTRUCTION FUND

Opening Balance	\$ 2,281,787
Estimated Revenue	<u>200,000</u>
Total Fund Balance	2,481,787
Estimated Expenditures	<u>200,000</u>

PROJECTED FUND BALANCE \$ 2,281,787

Section II:

That real estate taxes are hereby levied for the 2019 Township of Pocono fiscal year at a rate of 16.1 mills per dollar of assessed valuation.

ORDAINED AND ENACTED this 17th day of December 2018 at a regular public meeting after public hearing thereon.

**BOARD OF COMMISSIONERS
OF POCONO TOWNSHIP**

Gerald J. Lastowski,
President

ATTEST:

Pamela Tripus
Township Secretary

POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
DECEMBER 3, 2018 - 7:00 P.M.

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The Regular Meeting of the Pocono Township Commissioners was held on December 3, 2018 at the Pocono Township Municipal Building, Tannersville, PA, and opened by President Gerald Lastowski at 7:00 p.m., followed by the Pledge of Allegiance.

ROLL CALL: Harold Werkheiser, absent; Richard Wielebinski, present; Gerald Lastowski, present; Chad Kilby, present; and Jerrod Belvin, present.

A moment of silence was held for Pocono Township Zoning and SEO Officer, Michael Tripus, whose dedication and presence will be missed.

IN ATTENDANCE: Leo DeVito, Twp. Solicitor, Broughal & DeVito; Jon Tresslar, Twp. Engineer, Boucher & James; Donna Asure, Township Manager; and Christine Brodsky, Administrative Assistant, were present.

PUBLIC COMMENTS: Joe Folsom, Twp. Resident, noted December 9, 2018 would be the Pocono Township Volunteer Fire Department Toy Drive on behalf of Mike Tripus. All proceeds would be donated to the Salvation Army.

ANNOUNCEMENTS: Executive Session was held December 3, 2018 for personnel matters.

HEARINGS: None

PRESENTATIONS:

Ardent Mills - Resolution 2018-59

Nathan Walker, Wood Environment Infrastructure, and Leif Johnson, Ardent Mills, represented the plan. They have responded to Boucher & James' comments and are awaiting feedback. Commissioner J. Lastowski inquired whether the property would be reassessed for tax purposes. Mr. Walker indicated it would be part of the process when recorded with the county. Commissioner R. Wielebinski inquired about the creation of jobs and their safety records. Mr. Johnson indicated the creation of jobs would be in the construction aspect only. He also indicated they have weekly meetings and monthly group meetings with all employees to focus on all aspects of safety. Discussion followed.

C. Kilby made a motion, seconded by J. Belvin, to approve Resolution 2018-19 granting conditional preliminary/final approval of the Ardent Mills Grain silos installation land

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REGULAR MEETING MINUTES
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development plan. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Interviews of Candidates for Planning Commission Vacancy:

Bruce Kilby, Twp. resident, and Keith Meeker, Twp. resident and Pocono Twp. Civil Service Board member, were interviewed.

R. Wielebinski made a motion, seconded by J. Belvin, to appoint Keith Meeker to the Pocono Township Planning Commission to fulfill the term of Robert DeYoung which expires on December 31, 2019. Roll call vote: R. Wielebinski, yes; G. Lastowski, no; C. Kilby, abstain; J. Belvin, yes. Motion carried.

OLD BUSINESS:

G. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of the November 19, 2018 Work Session of the Board of Commissioners. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

G. Lastowski made a motion, seconded by C. Kilby, to approve the minutes of the November 19, 2018 meeting of the Board of Commissioners with one correction, changing the start date on the agreement for water testing at Mountain View Park with Suburban Testing Labs to December 1, 2018. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

NEW BUSINESS:

Personnel:

R. Wielebinski made a motion, seconded by J. Lastowski, to grant the medical leave extension as requested by Phil Starnier and provided for in the Public Works Collective Bargaining Agreement through January 1, 2019. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Commissioner R. Wielebinski asked about the Collective Bargaining Agreement and timeframe. Discussion followed.

J. Belvin made a motion, seconded by R. Wielebinski, to adopt the Harassment/Sexual Harassment/Discrimination policy for Pocono Township employees, elected and appointed officials, and professional personnel effective January 1, 2019 by which time all will have received training on the new policy. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

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J. Lastowski made a motion, seconded by R. Wielebinski, to table the adoption of the Travel Policy for Pocono Township employees. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

C. Kilby made a motion, seconded by G. Lastowski, to adopt the Social Media Policy for Pocono Township employees, effective January 1, 2019 by which time all will have received training on the new policy. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

R. Wielebinski made a motion, seconded by C. Kilby, to adopt the Computer and Electronic Device policy for Pocono Township employees, effective January 1, 2019 by which time all will have received training on the new policy. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Financial Transactions:

J. Lastowski made a motion, seconded by J. Belvin, to ratify vouchers payable for the period ending November 29, 2018 in the amount of \$2,867,363.43. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by C. Kilby, to ratify gross payroll for the pay period ending November 18, 2018 in the amount of \$97,973.59. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by R. Wielebinski, to approve vouchers payable received through November 29, 2018 in the amount of \$36,567.56. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the capital expenditures received through November 29, 2018 in the amount of \$1,929.00. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Leo DeVito, Twp. Solicitor, discussed details regarding the financing of 2019 Peterbilt trucks. The Local Government Debt Act requires an ordinance for spending of more than \$125,000.00

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on any capital project. The financing agreement before the board would involve paying directly to the seller a down payment of \$34,770.00 and five payments of \$27,205.25 at 4.75% for the term of the lease. Discussion followed.

J. Lastowski made a motion, seconded by R. Wielebinski, to adopt Resolution 2018-61. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Travel/Training Authorizations (Approve/Ratify) - None

REPORT OF THE PRESIDENT:

Resolution 2018-60 was read aloud by Commissioner Lastowski.

G. Lastowski made a motion, seconded by R. Wielebinski, to adopt Resolution 2018-60 appointing Donna M. Asure as Township Assistant Secretary effective 12/3/2018. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

COMMISSIONER'S COMMENTS:

Richard Wielebinski:

Discussion occurred on the vacancy in Public Works department.

R. Wielebinski made a motion, seconded by J. Belvin, to advertise to fill the vacant position in the Public Works Department if a job interview to be held by the Twp. Manager and Road Supervisor proves to be unsuccessful. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Chad Kilby:

C. Kilby made a motion, seconded by J. Belvin, to add \$20,000.00 to the 2019 proposed budget for the purpose of leasing street lights for areas along Route 611 and to correct the draft ordinance prior to advertising. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Discussion followed on leasing 100 street lights for lighting the 611 corridor for pedestrian safety, funding for the project, and the impact the new lighting would have on residents.

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Jerrod Belvin:

Discussion was held on Christmas Eve pay for employees such as police who cannot take advantage of closing at noon on December 24. If an employee must work, they will earn 4 hours of comp time for a single use added to the bank. If they come back in after their normal tour, they would get overtime, not comp.

J. Belvin made a motion, seconded by C. Kilby, to give the Twp. employees who would be scheduled to work Christmas Eve four hours comp time for a single-time use, to be used by the end of the 1st quarter 2019, to make up for them not being able to take advantage of closing early for the holiday. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

REPORTS:

Manager's Report:

Helen Beers SEO -

R. Wielebinski made a motion, seconded by G. Lastowski, to appoint Helen Beers as Pocono Township Sewage Enforcement Officer. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Zoning Duties - D. Asure, Twp. Manager, discussed providing zoning services to the Township and BIU not have zoning officers to provide.

G. Lastowski made a motion, seconded by R. Wielebinski, to authorize Boucher & James to provide zoning services for Pocono Township, the number of hours to be determined by our Township Manager, at \$85.00 per hour. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Discussion continued about having a chaperone when performing difficult inspections.

LED Light Installation at Traffic Signals - Per D. Asure, Twp. Manager, this work is scheduled for this week.

FCC License (VHF to UHF) - Gary Hoffman has been filling out the necessary paperwork. It will take about six months.

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Resiliency Bid for Traffic Lights - Work is ongoing with this document.

Grant Writer Meeting on 11/28/2018 - An update was given on the successful meeting with the Grant Writer who was accompanied by a representative who works for HUD. Twp. Manager, D.ASURE, will be receiving an email from the Grant Writer listing the various items discussed.

30 Day Extension Granted to CBH20 Helipad - The deadline for this extension is this week and we are on track to be approved within the 30-day deadline.

TOWNSHIP ENGINEER REPORT:

White Oak Culvert Replacement Project - bid opening - An update was given and J. Tresslar, Twp. Engineer, recommends awarding the bid to the lowest bidder because of their qualifications, and the fact they are familiar with this type of work. Bids are good until the end of January 2019.

J. Belvin made a motion, seconded by R. Wielebinski, to order the appraisal for Hallmark Acres Lot 504 the triangular parcel divided by Mr. Tresslar, and in the Keturah D. Fritz property Parcel No. 12/7/1/54. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Discussion followed.

Fish Hill Road Storm System Notice of Violation of MCCD - No change. J. Tresslar, Twp. Engineer, stated that the project will be completed in the Spring.

LSA Grant for Right Hand Turn Lanes from Rt. 611 onto Rimrock and Bartonville Ave. - The application and drawings will be complete for submittal to PennDOT by early next week. Waiting further information from PennDOT.

TLC Bridge Grant - Preparing plans and specifications for bidding so work can start in summer.

Culvert Cleaning on Learn Road - Work is complete. Phase II will be surveyed with photos and a memo will be prepared for the Board to get authorization to move forward with recommendations.

POCONO TOWNSHIP BOARD OF COMMISSIONERS
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TOWNSHIP SOLICITOR REPORT:

Exxon Monitoring Wells - No additional update available.

Northridge at Camelback - An update was given, and it was noted that Mike Tripus signed off on the three issues. Parking for the units will be closer; stormwater runoff is being administratively reviewed with their development team and with the County Conservation district; and a restricted covenant was provided by the counsel for the developer which restricts timeshares only to this area and that covenant cannot be extinguished or in any way modified without consent of Pocono Township. 170 units are permitted by the Township as part of PRD application and will stay at that number. Discussion followed.

RESOLUTIONS: None

PUBLIC COMMENT - Joe Folsom, Twp. resident, inquired about the interrupters. Discussion followed.

ADJOURNMENT:

J. Lastowski made a motion, seconded by C. Kilby, to adjourn the meeting at 8:28 p.m. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Respectfully submitted
Christine Brodsky
Administrative Assistant

JOB DESCRIPTION

TITLE: Fiscal Administrator

DEPARTMENT: Administration/Finance

This is a confidential position/employee

THIS POSITION REPORTS TO: Township Manager

THIS POSITION IS SUPERVISED BY: Township Manager/Township Treasurer

THIS POSITION IS:

- Full-time - Salaried position
- 40 hours per week

PURPOSE OF THE POSITION:

The Township Fiscal Administrator shall be responsible for the day to day safeguarding and maintaining of all financial assets and transactions of the Township on behalf of the Township Treasurer as specified in the First-Class Township Code.

ESSENTIAL FUNCTIONS REQUIRED TO PERFORM THE POSITION:

- Record receipts, disbursements, journal entries in Quickbooks for various funds.
- Record, maintain, and monitor budget within financial software.
- Maintain, preserve and make available to the BOC all financial records
- Prepare bi-weekly payroll and all applicable deductions
- Maintain accurate accounting of all accounts receivable and accounts payable for all funds and reconciling subsidiary ledgers to trial balance
- Collect and report all accounts receivables
- Request any information required from vendors such as W-9's, etc.
- Maintains escrow accounts
- Reconcile Bank Accounts
- Collect annual information from employees required by law such as 1095's, updated W-4's, etc.
- Ensures all pension payments are made accurately and timely
- Ensure expenditures are compliant with budget restraints, bidding requirements, and recommend appropriations and transfers as needed.
- Request Resolutions as required and related to financial transactions.
- Assist with recommending, developing and implementing internal controls, and proper segregation of duties, to enable management to easily prevent, detect, and correct errors or fraud in financial transactions
- Generate various financial reports as requested
- Write and respond to letters as requested by Township Manager
- Responsible to organize, maintain and retain all applicable financial records.
- Assist the Township Manager in preparing for collective bargaining and grievances/arbitration by providing necessary information for use by the Board of Commissioners in decision making

Adopted: 12-17-18

Effective: 1-1-19

- Assist with various audits of grants, liquid fuels, pensions, insurance and government-wide financial statements.
- Assist Township Manager with annual budget preparation
- Obtain proper authorization from the Township Treasurer, Township Manager and/or Board of Commissioners before making any changes to financial records i.e. amended payroll returns, journal entries, correcting W2s, etc.
- Make bank deposits
- Complete bank transfers as required
- Work with tax collector as necessary
- Upon direction of Township Treasurer and Township Manager, process disability information
- Working with Township Treasurer, prepare for approval, periodic and annual required financial reports or statements
- Assist in maintaining Township records pursuant to township filing system
- Other duties as assigned

MINIMUM REQUIREMENTS TO HOLD THIS POSITION:

1) Required Education/Experience/Training:

- Bachelor's degree in accounting, finance or related field preferred
- Experience in payroll, bookkeeping and financial statement preparation for government entities, and business administration
- Experience equivalent to above.

2) Required Knowledge:

- Possess analytical skills, effective communication skills, and organizational skills.
- In depth understanding of internal controls with ability to recommend and implement policies and procedures.
- Knowledgeable of government auditing requirements to assist auditors and ensure compliance with statutory regulations, as well as generally accepted accounting principles and other comprehensive basis of accounting.
- Good understanding of the First-Class Township Code, payroll and benefits administration and reporting and applicable laws, liquid fuels, fund accounting, general management and administrative practices, township ordinances, rules, and regulations.

3) Required Licenses/Certificates/Registrations:

- Valid Pennsylvania Driver's License
- Resident of the Commonwealth of Pennsylvania in close proximity to Pocono Township.

4) Required Ability To Use or Operate the Following:

- Standard office equipment, including but not limited to: computer and Microsoft Office software, Quickbooks and Permit Manager and other online applications.

Essential Requirements for all employees:

- Coordinate special projects as assigned by the Township Manager
- Adhere to all rules, regulations, and procedures
- Apply common sense understanding to carry out instructions and follow directives

Adopted: 12-17-18

Effective: 1-1-19

- Attend meetings requested by Township Manager
- Carry out job functions with or without supervision
- Carry out job functions without posing a direct threat to the confidentiality, health or safety to self or others.
- Communicate effectively
- Attend training to improve and maintain skills as approved by Township Manager
- Drive, as required
- Exercise sound judgment in evaluating situations and in making decisions/recommendations.
- Maintain confidentiality of information as appropriate
- Request assistance as needed
- Safely and skillfully use equipment, tools, machines, vehicles
- Work under pressure
- Effectively and efficiently use budgeted funds, personnel, equipment, materials, facilities, and time
- Establish and maintain professional and effective working relationships with the public, peers, subordinates, Supervisors and Commissioners
- Promptly report all Township personnel violations to Township Manager
- Respond to inquiries, complaints, and/or grievances in a timely and professional manner
- Comply with the Township's Employee Handbook and other applicable regulation or laws

I have read and understand the above job description and can perform the duties with _____ without _____ accommodations.

Employee's Signature

Employee's name (print)

Date

POCONO TOWNSHIP
Monday, December 17, 2018

SUMMARY

Ratify

General Fund	\$	103,460.19
Sewer Operating	\$	299.75
Sewer Construction	\$	-
Capital Reserve	\$	62,575.25

Bill List

TOTAL General Fund	\$	84,746.13
TOTAL Sewer <u>OPERATING</u> Fund	\$	134,748.58
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	29,935.38
TOTAL Capital Reserve Fund	\$	132,570.02
Liquid Fuels	\$	-

<u>Budget Adjustments</u>	\$	-
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<u>Budget Appropriations</u>	\$	-
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Interfund Transfer

Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, December 17, 2018

General Fund	Date	Check	Vendor	Memo	Amount
Payroll	12/07/2018			PAY 24 Pay Period ending 12/02/2018	\$ 103,100.27
General Expenditures					
	12/06/2018	57806	PENTELEDATA	Internet township	\$ 164.90
	12/06/2018	57807	PENTELEDATA	Internet police	\$ 124.95
	12/11/2018	57809	PENTELEDATA	Internet Mt. View	\$ 70.07
				TOTAL PAYROLL	\$103,100.27
Sewer Operating Fund					
				TOTAL General Fund Bills	\$ 359.92
	12/11/2018	1124	PENTELEDATA	Internet sewer	\$ 299.75
Sewer Construction Fund					
				TOTAL Sewer Construction Fund	\$ -
Capital Reserve					
	12/03/2018	1027	FNB COMMERCIAL LEASING	LEASE PAYMENT PETERBILT 348 10 TON SINGLE AXLE	27,805.25
	12/03/2018	1028	HUNTER KEYSTONE PETERBUILT	DOWNPAYMENT PETERBILT 348 10 TON SINGLE AXLE	34,770.00
				TOTAL Capital Reserve Fund	\$ 62,575.25
TOTAL General Fund					
TOTAL Sewer Operating					
TOTAL Sewer Construction					
Total Capital Reserve					
				103,460.19 Transferred by:	
				299.75	
				-	
				62,575.25	
				166,335.19 Authorized by:	

POCONO TOWNSHIP CHECK LISTING
Monday, December 17, 2018

General Fund		<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
		57808	12/13/2018	NATIONWIDE	PAY 24 Contributions	\$ 3,059.95
		57810	12/12/2018	ARGS Technology, LLC	IT Services Police/Township	\$ 2,875.00
		57811	12/12/2018	BIU of PA, Inc.	Permit Fees - SEOZO Services	\$ 4,803.38
		57812	12/12/2018	Boucher & James, Inc.	Twp. Engineer	\$ 9,790.39
		57813	12/12/2018	C.S. Davison, Inc.	Permit Manager - Annual fee and maintenance	\$ 1,850.00
		57814	12/12/2018	Cardmember Service	MS Licenses/Water Testing/Flowers	\$ 636.00
		57815	12/12/2018	Cyphers Truck Parts	Truck supplies	\$ 103.85
		57816	12/12/2018	EPSCO	Couplings	\$ 6.52
		57817	12/12/2018	Francis Smith & Sons Inc	Storage Tanks Admin	\$ 250.00
		57818	12/12/2018	Gotta Go Potties, Inc	Portable Toilets - pick up	\$ 139.10
		57819	12/12/2018	Hanson Aggregates Pennsylvania LLC	1/4" Wash	\$ 1,912.71
		57820	12/12/2018	Highmark Inc.	Spending Account	\$ 50.65
		57821	12/12/2018	J & B Auto	#94 Repair	\$ 804.10
		57822	12/12/2018	JDM Consultants, LLC	2018 Grant Consulting	\$ 2,500.00
		57823	12/12/2018	Metropolitan Telecommunications	Phones - Park/Twp	\$ 601.08
		57824	12/12/2018	Metropolitan Telecommunications	Phones - Police	\$ 127.70
		57825	12/12/2018	Monsignor Thomas M. Muldowney	Professional Services	\$ 300.00
		57826	12/12/2018	MRM Property & Liability Trust	Workers Comp - January 2019	\$ 10,900.09
		57827	12/12/2018	Network Fleet	GPS Service	\$ 325.45
		57828	12/12/2018	Northeast Pennsylvania Alliance	2019 Membership	\$ 275.00
		57829	12/12/2018	PAPCO, Inc.	Diesel/Gasoline	\$ 3,101.03
		57830	12/12/2018	Pocono 4 Wheel Drive Center	Switch	\$ 12.00
		57831	12/12/2018	Powerco, Inc	Backhoe Service	\$ 1,024.16
		57832	12/12/2018	PPL Electric Utilities	Traffic Signals/TWTP	\$ 2,105.70
		57833	12/12/2018	Praxair Dist Mid-Atlantic	Supplies	\$ 25.64
		57834	12/12/2018	Prosser Laboratories, Inc.	Water Testing	\$ 30.00
		57835	12/12/2018	RJ Lee Group	Residue Testing	\$ 1,359.01
		57836	12/12/2018	Scott's Signs and Printing	Name plates	\$ 50.00
		57837	12/12/2018	Shinetime Auto Wash & Lube	Car washes - Police Vehicles	\$ 18.00
		57838	12/12/2018	Sirchie Fingerprint Laboratories	Police Supplies	\$ 245.51
		57839	12/12/2018	Site2	Backup & Recovery Services	\$ 360.00
		57840	12/12/2018	STTC Service Tire Truck Centers, INC.	Tires - Police/PW	\$ 917.49
		57841	12/12/2018	Tulpehocken Mountain Spring Water Inc	Water Testing	\$ 77.59
		57842	12/12/2018	UNIFIRST Corporation	Carpets/Uniforms	\$ 73.52
		57843	12/12/2018	Unum Life Insurance	Life Insurance	\$ 2,426.51

Approve

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
12/12/2018	57844	Wilson Products Compressed Gas Co.	Supplies	\$ 7.00
12/12/2018	57845	ADP, LLC	Payroll Services	\$ 206.25
12/12/2018	57846	American Rock Salt Company LLC	Bulk Salt	\$ 5,654.63
12/12/2018	57847	Broughal & DeVito, L.L.P.	Twp Legal	\$ 5,273.90
12/12/2018	57848	Friedman Electric	Lights - Twp. Buildings	\$ 241.40
12/12/2018	57849	Kimball Midwest	Shop Supplies	\$ 184.96
12/12/2018	57850	UNIFIRST Corporation	Carpet/Uniforms	\$ 74.52
12/13/2018	57851	BIU of PA, Inc.	SEO Services	\$ 455.00
12/13/2018	57852	DES	Recycling	\$ 24.00
12/13/2018	57853	Loyson, Jim	Workboot Allowance	\$ 150.00
12/13/2018	57854	Metropolitan Telecommunications	Phones - Police	\$ 297.47
12/13/2018	57855	PSATS	CDL Program	\$ 125.00
12/13/2018	57856	City of Philadelphia	Ballistic Vest Bianchi	\$ 649.52
12/13/2018	57857	Eureka Stone Quarry	QPR Cold Patch	\$ 2,329.90
12/13/2018	57858	HM Beers	Sewage enforcement services 11/29 -12/1	\$ 1,750.00
12/13/2018	57859	Department of Labor & Industry	Fire Department 2018 SWIF	\$ 10,159.00
12/13/2018	57860	Teamster Local 773	Non- Uniformed Union Dues	\$ 589.00
12/13/2018	57861	Teamster Local 773	Police Union Dues	\$ 1,449.00
12/13/2018	57862	Boucher & James, Inc.	Killar Minor Subdivision Engineer Fee	\$ 84.00
12/13/2018	57863	Staples Business Credit	General office supplies	\$ 204.42
12/13/2018	57864	Austin Anglemeyer	Reimbursement of fuel and tolls	\$ 38.12
12/13/2018	57865	Cramer's Home Building Center	Bollards for Twp. Building	\$ 1,051.22
12/13/2018	57866	Claude S Cyphers	Truck supplies	\$ 558.19
12/13/2018	57867	DG Nicholas	Heavy equipment supplies	\$ 52.50

TOTAL General Fund \$ 84,746.13

Sewer Operating Fund

12/11/2018	1124	PENTELEDATA	INTERNET CONNECTION	\$ 299.75
12/13/2018	1125	BLUE RIDGE COMMUNICATIONS	Sewer modem connections	\$ 121.92
12/13/2018	1126	Boucher & James, Inc.	GENERAL ENGINEERING SEWER	\$ 6,059.86
12/13/2018	1127	BROADHEAD CREEK REGIONAL AUTHORITY	SEWER BILLING JANUARY 2019	\$ 109,055.17
12/13/2018	1128	BROUGHAL & DEVITO, L.L.P.	SEWER LEGAL	\$ 270.00
12/13/2018	1129	EEMA O&M Services Group, Inc.	SEWER OPERATIONS & MAINTENANCE DEC 2018	\$ 5,654.90
12/13/2018	1130	Evoqua Water Technologies LLC	PUMP STATION 5 SERVICE CALL	\$ 2,686.03
12/13/2018	1131	PA One Call System, Inc	SEWER MAPPING SERVICES	\$ 40.64
12/13/2018	1132	Pocono Management Associates LLC	CONTRACTED SERVICES 11/26 -12/9/2018	\$ 3,370.66

Approve

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
12/13/2018	1133	Pocono Township	ADMIN SERVICES DEC 2018 11-9/12-2	\$ 762.22
12/13/2018	1134	PPL Electric Utilities	SEWER ELECTRIC	\$ 3,195.65
12/13/2018	1135	Prosser Laboratories, Inc.	PA ONE CALL MARKING OCTOBER 2018	\$ 2,175.00
12/13/2018	1136	STROUD TOWNSHIP	FENCE PERMIT FEES	\$ 795.92
12/13/2018	1137	BRODHEAD CREEK REGIONAL AUTHORITY	SEWER BILLING FORMS	\$ 199.90
12/14/2018	1138	BLUE RIDGE COMMUNICATIONS	Sewer modem connections	\$ 60.96
TOTAL Sewer Operating				\$ 134,748.58

Sewer Construction Fund

12/13/2018	277	Boucher & James	Screw Screen Cover & Valve 2 Repair project	\$ 1,559.08
12/13/2018	278	Keystone Engineering	Control & float system improvement project	\$ 4,403.65
12/13/2018	279	The Milnes Company	Control Valve Repair Project & Bypass Pumping System Project	\$ 23,972.65

Capital Reserve Fund

TOTAL Sewer Construction Fund \$ 29,935.38

12/12/2018	1029	FNB	FIRST LEASE PAYMENT & DOC FEE TANDEM AXLE TRUCK	\$ 27,831.14
12/12/2018	1030	HUNTER KEYSTONE PETERBUILT	DOWN PAYMENT TANDEM AXLE TRUCK	\$ 74,195.00
12/13/2018	1031	Card Member Services	Fencing Rental & Sandbags for ice rink	\$ 1,688.88
12/14/2018	1032	Environmental Services Corp	Learn Road Pipe Culvert Cleanout	\$ 28,855.00

TOTAL Capital Reserve Fund \$ 132,570.02

LIQUID FUELS

TOTAL Liquid Fuels \$ -

ESSA

TOTAL General Fund	\$ 84,746.13
TOTAL Sewer Construction Fund	\$ 29,935.38
Sewer Operating	\$ 134,748.58
Capital Reserve	\$ 132,570.02
Liquid Fuels	\$ -
TOTAL ESSA TRANSFER	\$ 382,000.11

Authorized by: _____

Transferred by: _____

Approve

POCONO TOWNSHIP BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Donna M. Asure, Township Manager

DATE: December 17, 2018

RE: Budget Adjustments

FROM:

Fund & Department #	Account Number	Account Name	Ammount
General Fund '01	430.198	Public Works N-U Pension	3,622.31
General Fund '01	454.700	Park Recreation Board	10,000.00
General Fund '01	430.110	Public Works Salaries	10,387.65
General Fund '01	402.199	Fin Admin Life & Disability Ins	230.82
General Fund '01	402.198	Fin Admin Non-Uni Pension Plan	1,000.00
General Fund '01	409.373	Building Maint & Repairs	1,000.00
General Fund '01	409.450	Building Contracted Services	500.00
General Fund '01	414.319	MS4 Fees	1,000.00
General Fund '01	413.310	Prof Services - BIU Building	2,242.41
General Fund '01	410.130	Police Salaries & Wages-Officer	21,989.83
General Fund '01	410.451	Police Vehicle Maintenance	8,970.03
General Fund '01	414.220	Planning & Zoning Supplies	4,500.00
General Fund '01	410.460	Police Meetings & Training	1,000.00
General Fund '01	414.314	Planning & Zoning Legal	4,500.00
General Fund '01	410.120	Police Salaries & Wages-Admin	2,920.03
General Fund '01	410.260	Police Minor Equipment	5,135.51
General Fund '01	410.260	Police Minor Equipment	1,211.55
General Fund '01	410.314	Civil Service Comm Solicitor	2,331.21

General Fund '01	430.199 .	Public Works Life & Disab Ins	929.00
General Fund '01	454.110 .	Park Salary & Wage	4,000.00
General Fund '01	430.196 .	Public Works Insurance	112.69
General Fund '01	430.198 .	Public Works N-U Pension	4,000.00
General Fund '01	430.375 .	Public Works Heavy Equip Maint	5,575.00

Total

97,158.04

PURPOSE: To transfer funds to lines that were overbudget in Q4 2018.

Approval By:

Date:

TO:

Fund & Department #	Account Number	Account Name	Amount
General Fund '01	403.310	Tax Collection Professional Srv	3,622.31
General Fund '01	405.110	Secretary Salaries & Wages	20,387.65
General Fund '01	406.340	Gen Govt Advertising & Printing	1,230.82
General Fund '01	408.310	Township Engineer	4,742.41
General Fund '01	410.180	Police Overtime Wages	21,989.83
General Fund '01	410.192	Police SSI Taxes	18,970.03
General Fund '01	410.196	Police Health Insurance	2,920.03
General Fund '01	410.231	Vehicle Fuel	5,135.51
General Fund '01	410.310	Police Professional Services	1,211.55
General Fund '01	410.450	Police Contracted Services	2,331.21

General Fund '01	427.450	Contracted Srvs - Clean-Up Days	929.00
General Fund '01	430.232	Public Works Diesel	4,112.69
General Fund '01	430.450	Public Works Contracted Srvs	9,575.00

Dec. 17

POLICE REPORT FOR November 2018

The following are the recorded activities of the Pocono Township Police Department for the month of November 2018. Also listed are the available recorded activities for 2018 year to date.

	Nov 2018	Y-T-D 2018	Oct 2018		Nov 2017
Incidents Investigated	1241	10803	1100		876
Burglary / Fire Alarms Answered	115	638	59		76
Motor Vehicle ACC	51	408	60		54
Assaults	7	48	3		5
Narcotics	16	80	10		8
Criminal Arrests	18	341	23		34
Theft	13	155	17		26
DUI alcohol/drug impaired	12	95	12		9
Mental Health	11	55	8		7
Vehicle Reports	1	12	1		1
Death Investigations	2	13	0		2
Assisting other agencies	41	263	40		29
Missing Persons	0	6	0		0
Traffic Citations Issued	236	1154	203		115
Written Warnings	390	1987	338		298
Traffic & Parking issues	36	260	39		20
911 Hang-up Calls	52	862	70		43

Mileage all Vehicles: 22,186

Income from Report Fees: \$431.75

TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2018 - 62

A RESOLUTION REPEALING AND RESCINDING, IN PART, RESOLUTION NO. 2018-61 AND AUTHORIZING THE SOLICITOR TO AMEND ITS FILING WITH THE PENNSYLVANIA DEPARTMENT OF COMMUNITY ECONOMIC DEVELOPMENT CONCERNING THE LOCAL GOVERNMENT UNIT DEBT ACT FILING WITH THE SAME.

WHEREAS, by Resolution No. 2018-61, the Pocono Township Board of Commissioners authorized the securing and issuance of a debt obligation in the amount of \$124,000.00 pursuant to Section 8109 of the Pennsylvania Local Government Unit Rehab Act, constituting nonelectoral debt, to finance the purchase of a single axle dump truck and related equipment; and

WHEREAS, the financing was to be between Pocono Township and Bank Capital Services, LLC d/b/a F.N.B. Equipment Finance, a subsidiary of First Nation Bank of Pennsylvania (the "Bank"); and

WHEREAS, further negotiations after the adoption of Resolution 2018-61 resulted in the Bank agreeing to amend the Master Lease Purchase Agreement (the "Lease") adding a Non-Appropriation of Funds Addendum; and

WHEREAS, by virtue of the addition of the aforesaid Addendum to the Master Lease Agreement, the Lease will not constitute "debt", as defined Local Government Unit Debt Act of Pocono Township; and

WHEREAS, as a result of the foregoing, the Pocono Township Board of Commissioners hereby desires to repeal and rescind that portion of Resolution No. 2018-61 that incurs new nonelectoral debt of such Township, but continuing to authorize the Lease as amended.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania as follows:

1. Resolution No. 2018-61 is hereby repealed and rescinded to the extent the same incurs nonelectoral debt of Pocono Township. The Lease, as amended, entered into by Pocono Township, is hereby ratified and confirmed.
2. The Solicitor is authorized to amend Pocono Township's filing with the Pennsylvania Department of Community and Economic Development to reflect the terms and intent of this Resolution.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono this 17th day of December, 2018.

ATTEST:

TOWNSHIP OF POCONO
BOARD OF COMMISSIONERS

By: _____
Township Secretary

By: _____
Title: _____

DRAFT

TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2018 – 63

A RESOLUTION RATIFYING THE AUTHORIZATION AND SECURING OF THE ISSUANCE OF A DEBT OBLIGATION IN THE FORM OF A LEASE IN THE MAXIMUM AMOUNT OF \$124,000.00, ESTABLISHING THAT IT IS A NON-APPROPRIATED LEASE AND RATIFYING THE AUTHORIZATION OF THE PRESIDENT OF THE BOARD OF COMMISSIONERS AND THE ASSISTANT TOWNSHIP SECRETARY TO EXECUTE THE LEASE DOCUMENT.

WHEREAS, the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania, has determined to enter into a debt obligation in the form of a Lease, in the maximum principal amount of \$124,000.00 (the "Lease") to finance the costs of a capital project to finance a single axle Peterbilt dump truck and related equipment (the "Project"); and

WHEREAS, the financing was to be between Pocono Township and Bank Capital Services, LLC d/b/a F.N.B. Equipment Finance, a subsidiary of First Nation Bank of Pennsylvania (the "Bank"); and

WHEREAS, a lease proposal has been received by Pocono Township from Bank Capital Services, LLC d/b/a F.N.B. Equipment Finance, a subsidiary of First National Bank of Pennsylvania (the "Lessor"); and

WHEREAS, the Lessor has agreed to amend its original Lease so as to include a Non-Appropriation of Funds Addendum (the "Addendum") to facilitate the Lease with terms satisfactory to Pocono Township; and

WHEREAS, the Board of Commissioners previously authorized the entering into the Lease at its regularly scheduled meeting on December 3, 2018; and

WHEREAS, the Lessor has delivered the dump truck to Pocono Township; and

WHEREAS, the Lessor and Pocono Township have agreed to amend the Lease with the addition of the Addendum; and

WHEREAS, Pocono Township hereby desires to ratify the previously authorized payments, which have not been changed or altered by the addition of the Addendum.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania as follows:

1. The Board of Commissioners of Pocono Township hereby approve and ratify the entry into the Lease Agreement with the Addendum so as to financing the Project. A copy of the Lease and Addendum are attached as "Exhibit A" to this Resolution.
2. The Board of Commissioners of Pocono Township ratifies the execution of the Lease Agreement and Addendum by the President of the Assistant Township Secretary.
3. The Board of Commissioners of Pocono Township hereby ratifies payment of the deposit of \$ 34,770.00 to Hunter Truck Sales & Service, Inc. and the first Lease payment including a doc and prep fee for a total of \$ 27,805.25 to Lessor in accordance with the terms of the Lease and Addendum.
4. In the event any provision, section, sentence, clause or part of this Resolution shall be held invalid, such invalidity shall not affect or impair any remaining provision, section, sentence, clause or part of this Resolution, it being the intent of Pocono Township that such remainder shall be and shall remain in full force and effect.
5. All Resolutions, insofar as the same shall be inconsistent herewith, shall be and the same are expressly repealed and rescinded.

DULY ADOPTED, by the Board of Commissioners of the Township of Pocono, in Monroe County, Pennsylvania in a lawful session duly assembled, this 17th day of December, 2018.

ATTEST:

TOWNSHIP OF POCONO
MONROE COUNTY, PENNSYLVANIA

By: _____
Secretary

By: _____
Title: _____

(SEAL)

TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2018 - 64

A RESOLUTION OF THE TOWNSHIP OF POCONO AUTHORIZING AND SECURING THE ISSUANCE OF A DEBT OBLIGATION IN THE FORM OF A NON-APPROPRIATION LEASE IN THE MAXIMUM PRINCIPAL AMOUNT OF \$124,000.00 TO FINANCE A TANDEM AXLE DUMP TRUCK AND RELATED EQUIPMENT; ACCEPTING A BANK LEASE PROPOSAL; SETTING FORTH THE TERMS AND SUBSTANTIAL FORM OF THE LEASE; AND CONTAINING RELATED PROVISIONS.

WHEREAS, the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania, has determined to enter into a debt obligation, in the form a Lease, in the maximum principal amount of \$124,000.00 (the "Lease") to finance a tandem axle dump truck and related equipment (the "Project"); and

WHEREAS, a lease proposal has been received by Pocono Township from Bank Capital Services, LLC d/b/a F.N.B. Equipment Finance, a subsidiary of First National Bank of Pennsylvania (the "Lessor"); and

WHEREAS, the proposed Lease will also contain an Addendum captioned "MASTER LEASE AGREEMENT NON-APPROPRIATION OF FUNDS ADDENDUM" (the "Addendum"); and

WHEREAS, the Board of Commissioners desires to accept the Lease proposal and Addendum to the Lease, to award the Lease to Lessor, without the requirement of pledging the full faith and credit of Pocono Township.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Pocono Township as follows:

1. The Board of Commissioners of Pocono Township hereby authorizes and secures the Lease and Addendum, with the Lessor, pursuant to this Resolution, to finance the Project.
2. The Board of Commissioners expresses its finding that it is in the best interest of the Township to enter into this Lease and Addendum.
3. The reasonable expected life of the Project is at least five (5) years.
4. The Board of Commissioners hereby accepts the Retail Order provided by Hunter Keystone Peterbilt, L.P. for the purchase of a 2019 Peterbilt tandem axle

truck and related equipment, Serial No. 1NPSLK0X1KDG18084, for a total price of \$198,313.00, as set forth in "Exhibit A" attached hereto.

5. The Board of Commissioners hereby authorizes a down payment of \$74,195.00 payable to Hunter Keystone Peterbilt, L.P.

6. The Board of Commissioners hereby accepts the Lease and Addendum at a total price of \$124,000.00, representing the balance due and owing on the Project.

7. The Lease and Addendum shall be payable in five (5) consecutive annual payments, payable as described in the substantial form of the Lease with Addendum attached hereto as "Exhibit B".

8. The principal and interest on the Lease shall be payable at the principal office or at any branch of the Lessor, in lawful money of the United States of America.

9. The Lease and Addendum shall be executed in the name of and on behalf of Pocono Township by the manual signature of the President or Vice President of the Board of Commissioners and the official seal affixed thereto and the manual signature of the Secretary of the Township shall be affixed thereto in attestation thereof; and said officers are authorized to execute and attest, as applicable, the Lease and Addendum.

10. In the event any provision, section, sentence, clause or part of this Resolution shall be held to be invalid, such invalidity shall not affect or impair any remaining provision, section, sentence or clause or part of this Resolution, it being the intent of the Township that this remainder shall be and shall remain in full force and effect.

11. All Resolutions or part of this Resolution, insofar as the same shall be inconsistent herewith, shall be and the same are expressly repealed.

DULY ADOPTED, by the Board of Commissioners of the Township of Pocono, in Monroe County, Pennsylvania in a lawful session duly assembled, this 17th day of December, 2018.

ATTEST:

TOWNSHIP OF POCONO
MONROE COUNTY, PENNSYLVANIA

By: _____
Township Secretary

By: _____
Title: _____

(SEAL)

**TOWNSHIP OF POCONO
MONROE COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2018-65

**A RESOLUTION GRANTING AN EXTENSION OF TIME TO SATISFY
CONDITIONS OF THE PLAN APPROVAL OF THE POCONOS HOSPITALITY
LAND DEVELOPMENT PLAN**

WHEREAS, the applicant, Poconos Hospitality, LLC, submitted a preliminary/final land development plan application titled "Land Development Plan for Poconos Hospitality" (the "Plan"). The applicant proposes to construct a three (3) story, ninety-nine (99) bed hotel with associated parking, stormwater management facilities, and public water and sewer services. The property is located on the eastern side of Route 611, approximately 1,500 feet north of the intersection with Brookdale Road, on a 3.3 acre site located in the C Commercial Zoning District; and

WHEREAS, on December 18, 2017, the Pocono Township Board of Commissioners enacted Resolution No. 2017-53 which granted conditional preliminary/final plan approval of the Plan; and

WHEREAS, Resolution No. 2017-53 required that the applicant meet all conditions of the preliminary/final plan approval and record the Plan within twelve (12) months of the Conditional Preliminary/Final Plan approval, and if such conditions were not met, the Conditional Preliminary/Final Plan approval would be considered void; and

WHEREAS, the applicant was unable to satisfy the conditions of preliminary/final plan approval and record the Plan within twelve (12) months of the Conditional Preliminary/Final Plan approval, and is requesting that the Board of Commissioners grant an extension of time to comply with the requirements of Resolution No. 2017-53.

NOW THEREFORE BE IT HEREBY RESOLVED by the Board of Commissioners of Pocono Township, County of Monroe, and Commonwealth of Pennsylvania the applicant, Poconos Hospitality, LLC, shall have a period of twelve (12) months from the date of this Resolution to satisfy the conditions of preliminary/final plan approval and record the Plan as set forth in Resolution No. 2017-53.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the _____ day of _____, 2018.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Pamela Tripus
Title: Secretary

By: _____
Print Name: _____
Title: _____